

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrative Assistant I (Job #) Exempt: X
REPORTS TO: Fire Chief Classified:
DEPT/DIV: Fire/Administration & Finance Section
STARTING SALARY:
APPLICATION DEADLINE: Open

DUTIES AND RESPONSIBILITIES

Essential Job Functions: coordinates and organizes all payroll, personnel and benefits processes for the fire department; coordinates and organizes digital and paper records to assist the Fire Chief in keeping within the allocated budget, collective bargaining agreement, civil service and federal labor laws; coordinates time keeping, benefits accrual, use and related documentation; prepares and audits the payroll; posts job vacancies; prepares schedules and documentation to process newly hired employees; processes new employees, transfers and schedule changes, promotions, pay increases and incentives, shift and Kelly day changes, and retirements; inputs and maintains records in management software and related systems; inputs data into AS400 and other systems; coordinates information using a computer, word processing and spreadsheet software; converts documents to digital format; trains support staff; prepares reports and statistics; conducts research to obtain information; maintains funds and correspondence for the Firemen's Benefit Association; types memos, letters, forms, and other material; answers the telephone and transfers calls; posts backup for other administrative staff; completes special projects.

Other Job Functions: Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

WORKING CONDITIONS

Normal office environment; must be available to work from 8:00 a.m. to 5:00 p.m., Monday-Friday; must be available to work after hours and weekends when necessary.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: knowledge of civil service forms, procedures, and relevant laws; knowledge of federal labor laws pertaining to the fire service; knowledge of collective bargaining agreement; knowledge of administrative practices and procedures; general knowledge of fire department operations; knowledge of fire department management software, MS Office and AS400; knowledge of worker's compensation, purchasing procedures; knowledge of systematic and numerical record keeping procedures; knowledge of city policies and procedures; thorough knowledge of mathematical calculations.

Skills/Abilities: Excellent mathematical skills; ability reason and make decisions; ability to read complex text and communicate orally and in writing; ability to direct others and train clerical support personnel; ability to use all office machines; ability to maintain effective working relationships with other employees and the public.

Physical Requirements: Constantly sees and hears; frequently sits, types operates a PC, writes by hand, stands, climbs, files, operates a calculator, walks, sorts, kneels, bends, squats; drives; infrequently carries, holds and lifts objects weighing up to 50 lbs. and stoops.

Education/Experience: Graduation from high school supplemented by courses/seminars in business/office administration; three (3) years of secretarial/administrative experience.

Other: Typing test at 40-45wpm preferred. Must possess a valid Class C driver's license with a good driving record. Other state valid Driver's License equivalent to Texas Class C with a good driving record will be considered. Texas state law requires within 30 days of residency, you must possess a valid Texas driver's license. **Applicant selected for hire shall be subject to criminal history background check, and a drug/alcohol screen test.**

00105-C8-05-06-8810-4026565-922160

ADM ASST 1-FIRE CHIEF

CC 11/05/15 I/O

The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704.

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.